2009-10 Late Career Nurse Initiative Funding Application

User Manual

Ontario

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Access and Registration

1

Access and Registration

Accessing the On-Line Application Submission

Organizations will be able to access the on-line application with the following URL:
https://www.healthinfo.moh.gov.on.ca/OFASWebApp/ns.welcome

For technical assistance during office hours, please call the OPS Service Desk at 416-246-7171 or 1-888-677-4873 outside the GTA. State the name of the ministry or cluster you are calling from or about or if calling outside of the Ontario Provincial Services, any of the below options may be spoken to better direct your call.

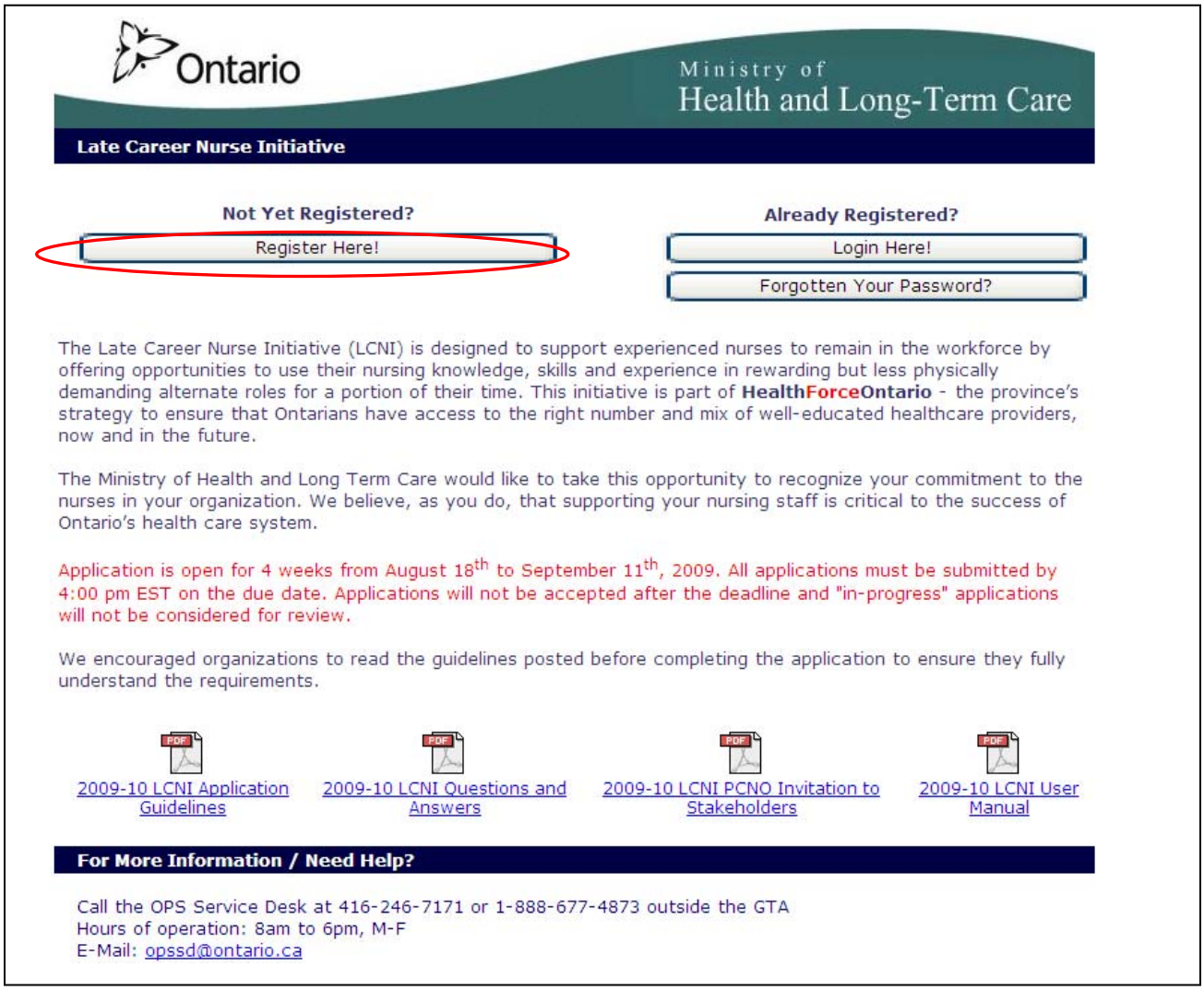
- Ministry of Health
- M O H
- Health
- Health and Long Term Care
- Nursing Secretariat
- Mentorship
- Late Career Online Funding
- Late Career Funding
- New Graduate Funding Application
- New Graduate Application
- New Graduate Funding
- Interprofessional Care Education Funding
- ICEF
- Interprofessional Care

Then select option 4 then 1 on a touch tone phone.

NOTE: To avoid losing information that has been entered, save your progress frequently.

How To Register

1. New users can register using the following URL: https://www.healthinfo.moh.gov.on.ca/OFASWebApp/ns.welcome and clicking the "Register Here!" button as shown below.

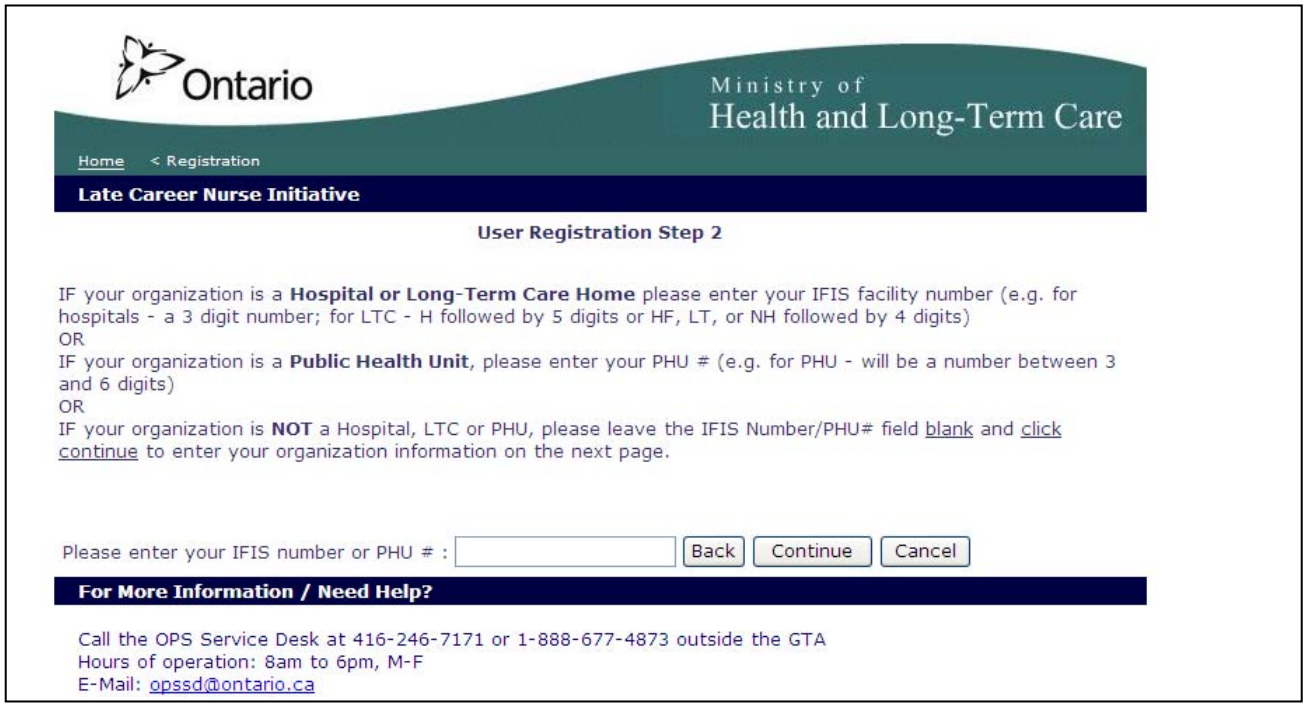

Ontario
Ministry of
Health and Long-Term Care
Late Career Nurse Initiative
Not Yet Registered?
Register Here!
Already Registered?
Login Here!
Forgotten Your Password?
The Late Career Nurse Initiative (LCNI) is designed to support experienced nurses to remain in the workforce by offering opportunities to use their nursing knowledge, skills and experience in rewarding but less physically demanding alternate roles for a portion of their time. This initiative is part of HealthForceOntario - the province's strategy to ensure that Ontarians have access to the right number and mix of well-educated healthcare providers, now and in the future.
The Ministry of Health and Long Term Care would like to take this opportunity to recognize your commitment to the nurses in your organization. We believe, as you do, that supporting your nursing staff is critical to the success of Ontario's health care system.
Application is open for 4 weeks from August 18th to September 11th, 2009. All applications must be submitted by 4:00 pm EST on the due date. Applications will not be accepted after the deadline and "in-progress" applications will not be considered for review.
We encouraged organizations to read the guidelines posted before completing the application to ensure they fully understand the requirements.
2009-10 LCNI Application Guidelines
2009-10 LCNI Questions and Answers
2009-10 LCNI PCNO Invitation to Stakeholders
2009-10 LCNI User Manual
For More Information / Need Help?
Call the OPS Service Desk at 416-246-7171 or 1-888-677-4873 outside the GTA
Hours of operation: 8am to 6pm, M-F
E-Mail: opssd@ontario.ca

2. Enter your Email Address and click the **"Continue"** button

NOTE: If you've already registered the system will display an error message with an option to retrieve your username and password.

Ontario
Ministry of
Health and Long-Term Care
Home
< Registration
Late Career Nurse Initiative
User Registration Step 1
Please enter your Email Address:
Continue
Cancel
Note: You do not have to re-register if you have registered using applications on this site before.
A list of previous applications
2008-09 HealthForceOntario's ICEF Initial Report
2007-08 HealthForceOntario's ICEF Final Report
2008-09 Late Career Nurse Initiative Final Report
2008-09 Interprofessional Care / Education Fund
2007-08 HealthForceOntario's ICEF Interim Report
2008-09 Late Career Application
2007-08 HealthForceOntario's ICEF Initial Report
2007-08 Late Career Final Report
2008/09 Preliminary Ask Template
2007-08 Late Career Nurse Initiative Interim Report
2007-08 Interprofessional Care / Education Fund
2006-07 New Graduate Initiative Final Report
2006-07 Late Career Nurse Initiative Final Report
2007-08 Late Career Application

3. Please enter your facility number and click the **"Continue"** button.


Ontario
Ministry of
Health and Long-Term Care
Home
< Registration
Late Career Nurse Initiative
User Registration Step 2
IF your organization is a Hospital or Long-Term Care Home please enter your IFIS facility number (e.g. for hospitals - a 3 digit number; for LTC - H followed by 5 digits or HF, LT, or NH followed by 4 digits)
OR
IF your organization is a Public Health Unit, please enter your PHU # (e.g. for PHU - will be a number between 3 and 6 digits)
OR
IF your organization is NOT a Hospital, LTC or PHU, please leave the IFIS Number/PHU# field blank and click continue to enter your organization information on the next page.
Please enter your IFIS number or PHU # :
Back
Continue
Cancel
For More Information / Need Help?
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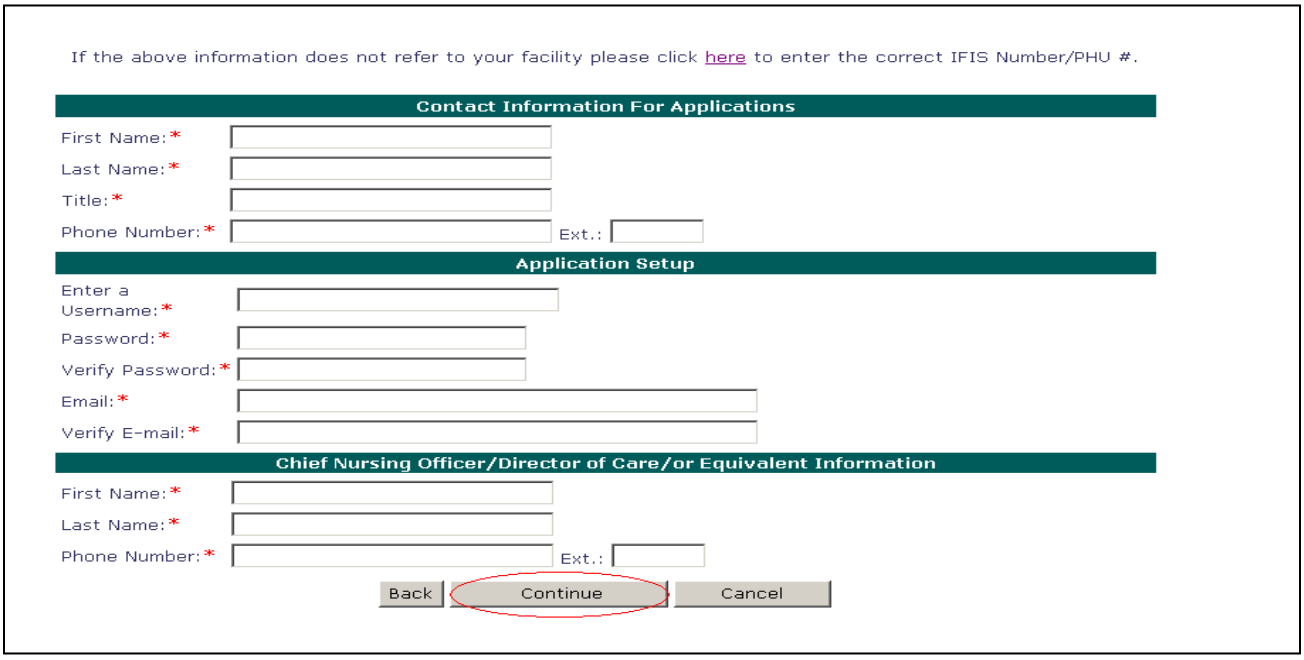
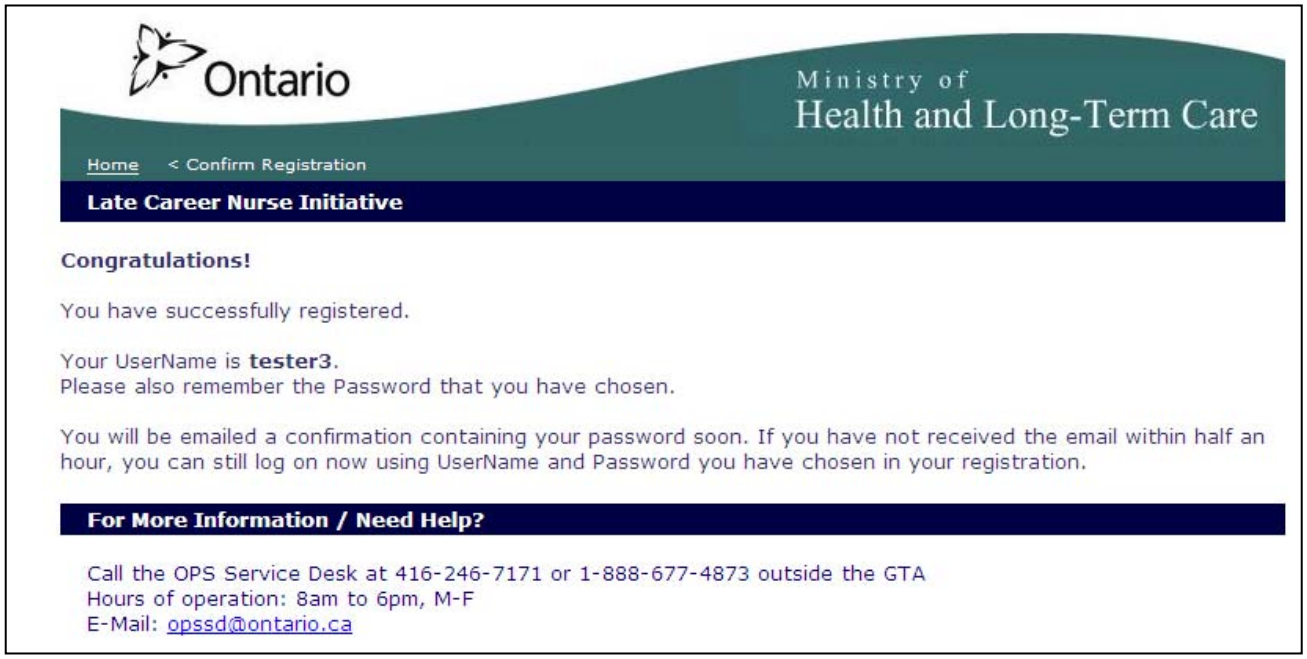
4. Depending on the user type, a registration form will appear. Mandatory fields are denoted with a red asterisk. Complete the required information and click **"Continue"** button.



5. After all mandatory information has been entered, the below screen will appear. An email confirmation with also be sent to the email address entered in Step 2.


Ontario
Ministry of
Health and Long-Term Care
Home
< Confirm Registration
Late Career Nurse Initiative
Congratulations!
You have successfully registered.
Your UserName is tester3.
Please also remember the Password that you have chosen.
You will be emailed a confirmation containing your password soon. If you have not received the email within half an hour, you can still log on now using UserName and Password you have chosen in your registration.
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E-Mail: opssd@ontario.ca

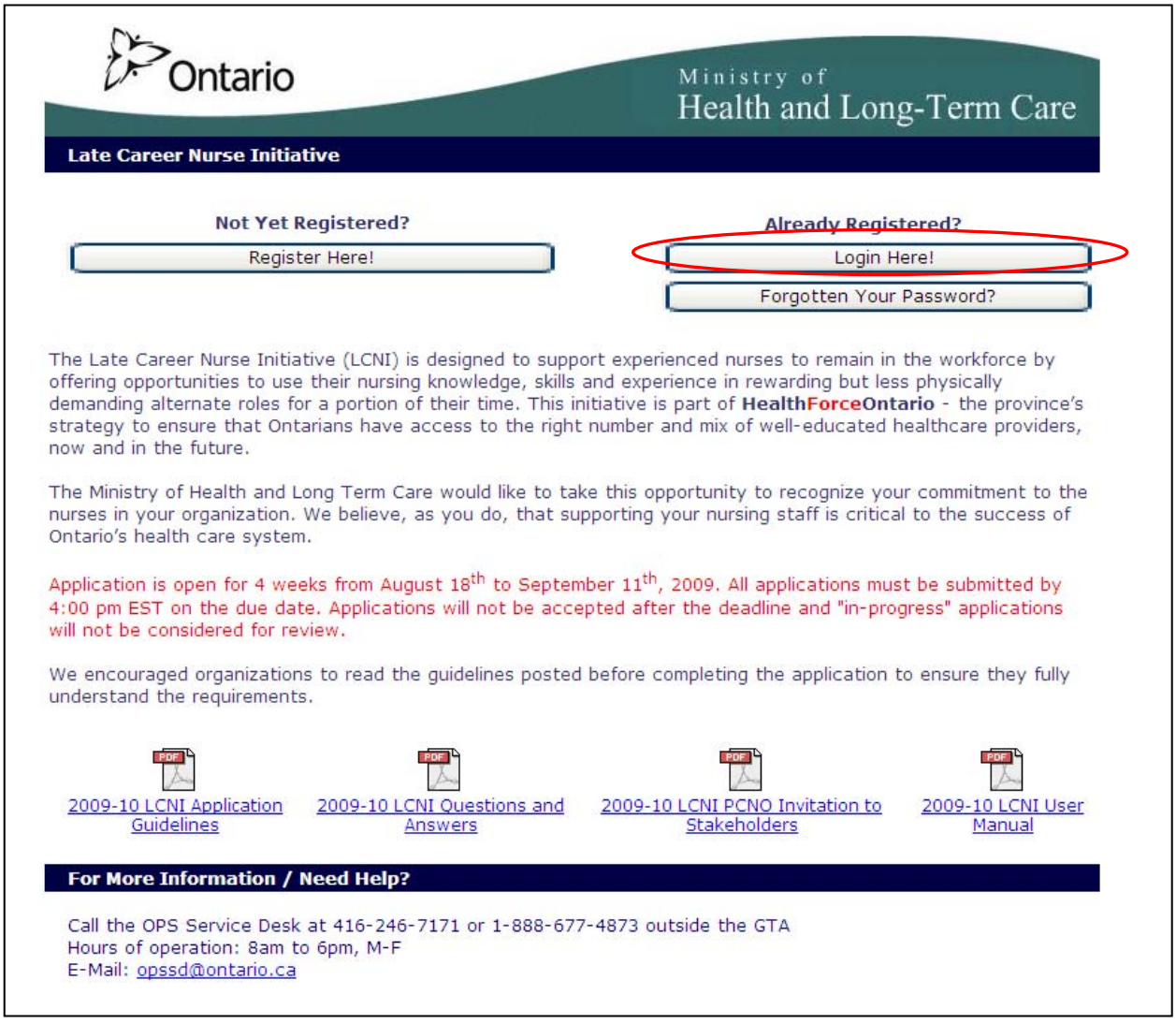
Application Submission

2

Application Submission

Submitting an Application

1. After a successful registration, click the **"Login"** button to create an application.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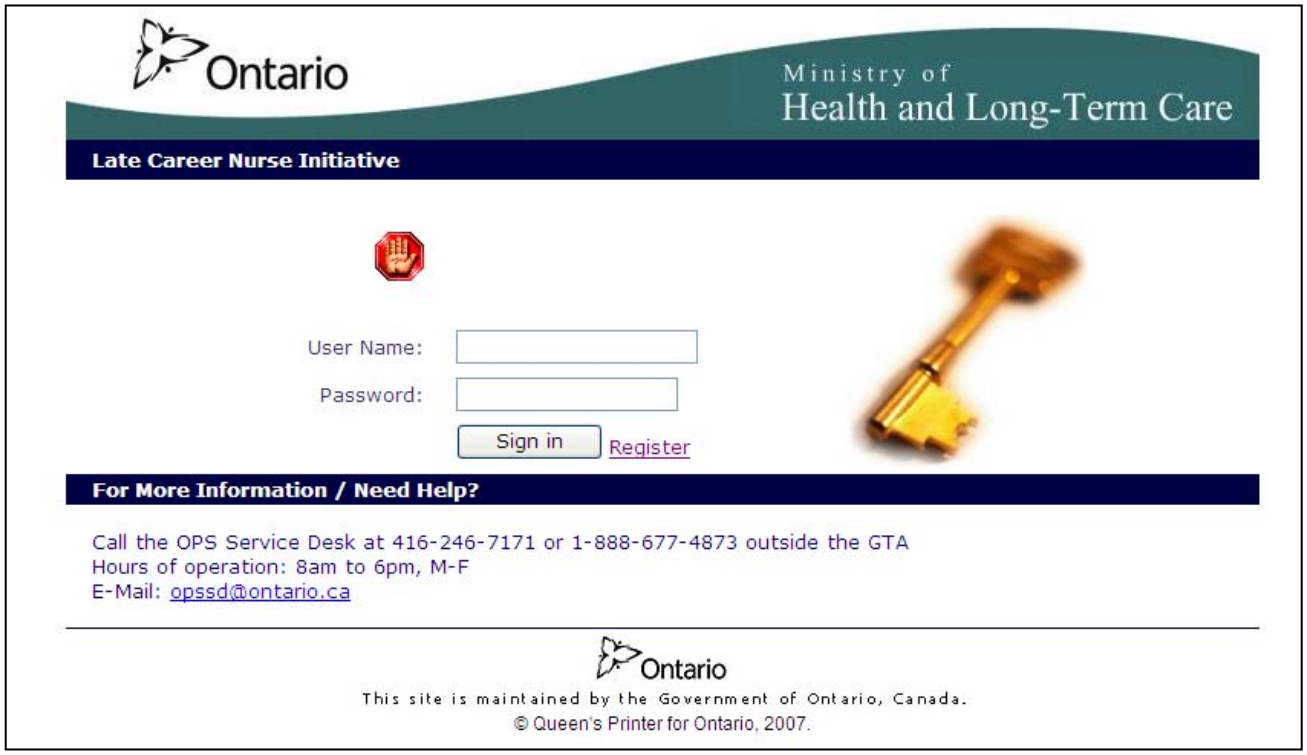
Hours of operation: 8am to 6pm, M-F
E-Mail: opssd@ontario.ca

2. Enter your username and password and click the **"Sign-in"** button. Note that passwords are case-sensitive.


Ontario
Ministry of
Health and Long-Term Care
Late Career Nurse Initiative
User Name:
Password:
Sign in
Register
For More Information / Need Help?
Call the OPS Service Desk at 416-246-7171 or 1-888-677-4873 outside the GTA
Hours of operation: 8am to 6pm, M-F
E-Mail: opssd@ontario.ca
Ontario
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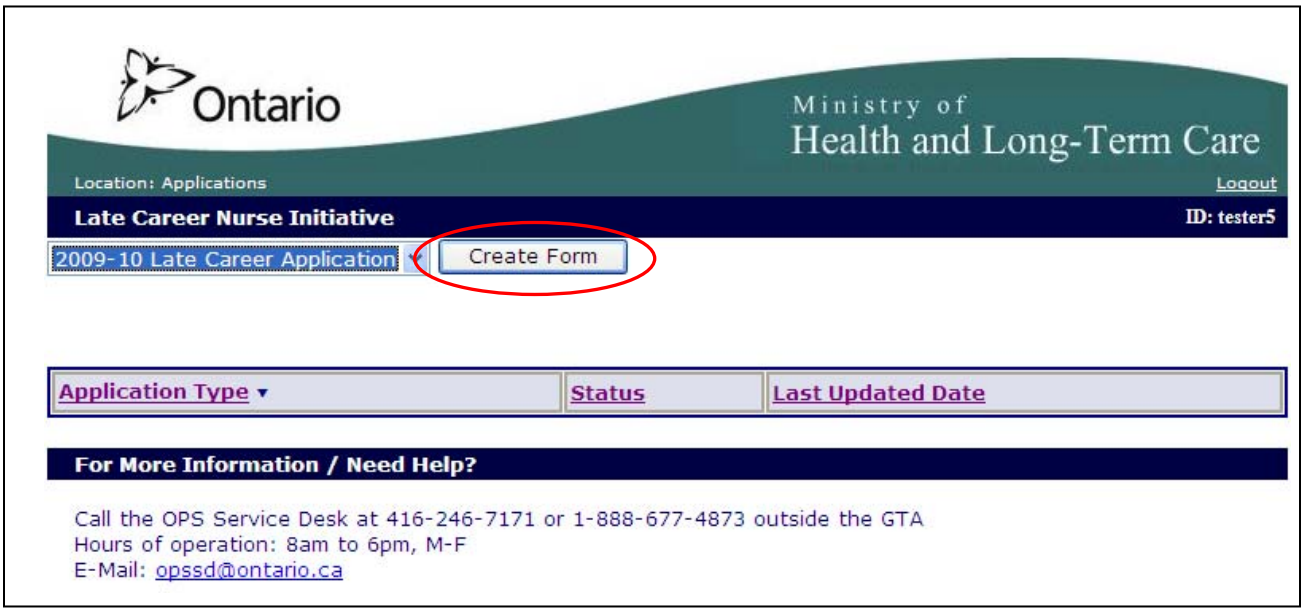
3. Select the **2009-10 Late Career Application** option from the Create Form drop down box and click the "Create Form" button.



4. Please complete the form carefully making sure that all mandatory information are entered.

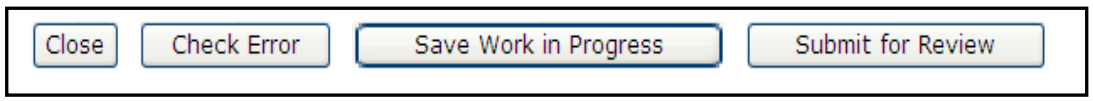
5. After completing the form you have the following options:

Close – Closes the form without saving

Check Error – Recommended for confirming all mandatory information has been entred

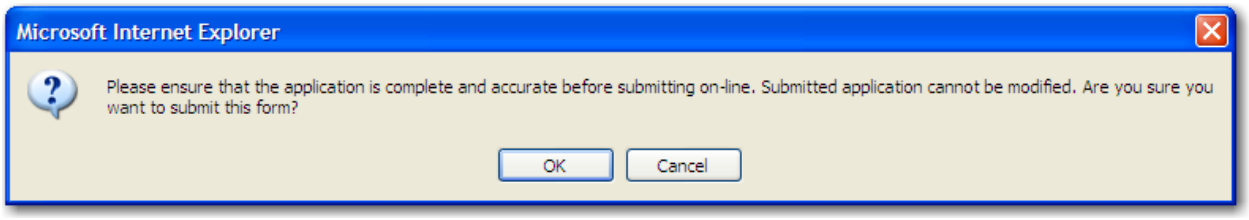
Save Work in Progress – Allows the form to be saved for further editing a later date

Submit for Review – Submits the form



If all mandatory information has been entered, click the "Submit for Review" button.

6. A window will appear asking you to confirm submission of the application. Select **"OK"** to submit the application or select **"Cancel"** to submit at a later date.


Microsoft Internet Explorer
Please ensure that the application is complete and accurate before submitting on-line. Submitted application cannot be modified. Are you sure you want to submit this form?
OK
Cancel

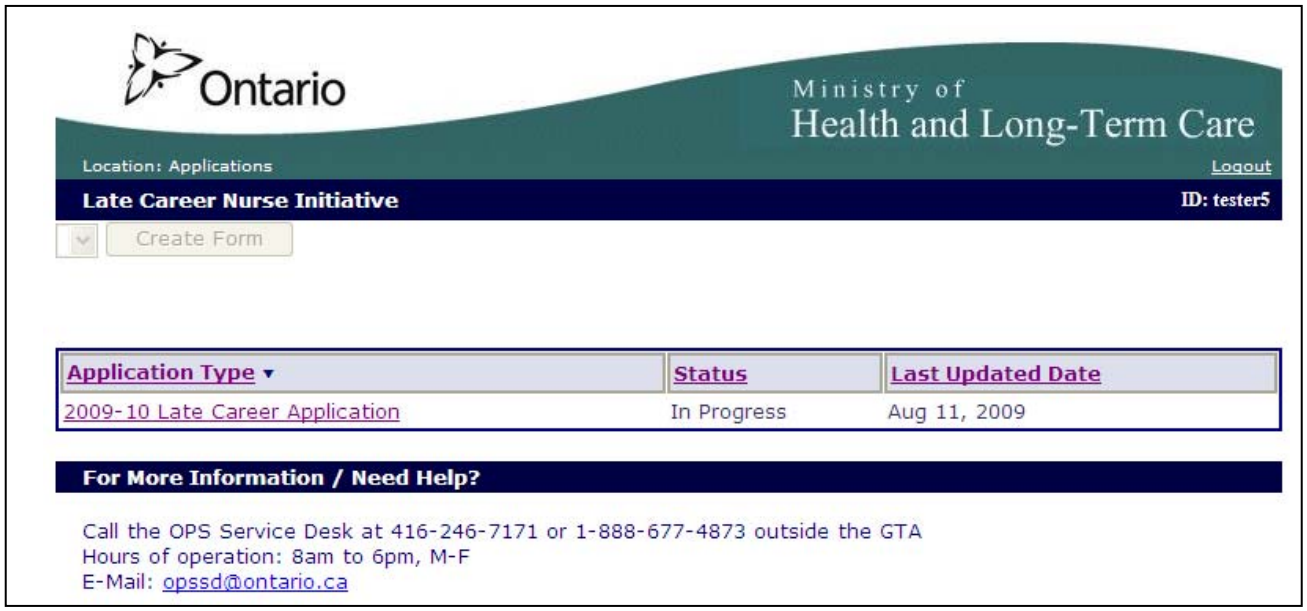
7. The below screen will be displayed indicating a successful application submission.

Ontario
Ministry of
Health and Long-Term Care
Location: Applications
Logout
Late Career Nurse Initiative
ID: tester3
Close
Printable Version
Congratulations!
Your Late Career form has been submitted successfully !
Please print the form, obtain the necessary signatures and send the signed original application form to the address below:
The Nursing Secretariat
56 Wellesley Street West, 12th Floor
Toronto ON M5S 2S3
For More Information / Need Help?
Call the OPS Service Desk at 416-246-7171 or 1-888-677-4873 outside the GTA
Hours of operation: 8am to 6pm, M-F
E-Mail: opssd@ontario.ca

You have the option of printing a copy of the submitted file for your records by clicking the "Printable Version" button.

Editing a Work in Progress

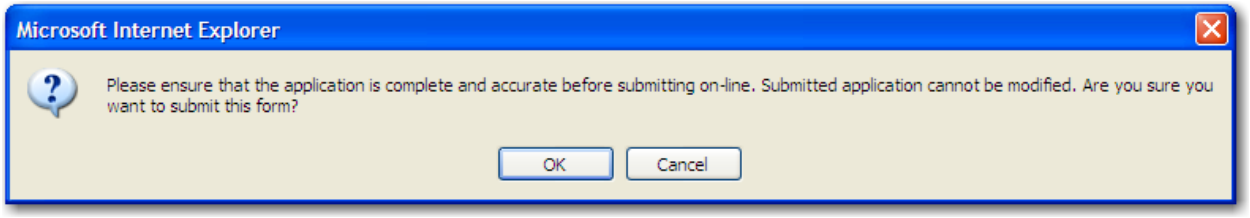
1. If you chose to select **"Save Work In-progress"** you can always go back and make modifications by clicking on the saved application from the Application Type list after you log in.



2. Click the "Edit" button to make changes to the Work in Progress file.

3. After all mandatory information has been entered, submit the application by clicking the "Submit for Review" button.

4. A window will appear asking you to confirm submission of the application. Select **"OK"** to submit the application or select **"Cancel"** to submit at a later date.


Microsoft Internet Explorer
Please ensure that the application is complete and accurate before submitting on-line. Submitted application cannot be modified. Are you sure you want to submit this form?
OK
Cancel

5. The below screen will be displayed confirming that the application has been successfully submitted.

Ontario
Ministry of
Health and Long-Term Care
Location: Applications
Logout
Late Career Nurse Initiative
ID: tester5
Close
Printable Version
Congratulations!
Your Late Career form has been submitted successfully !
Please print the form, obtain the necessary signatures and send the signed original application form to the address below:
The Nursing Secretariat
56 Wellesley Street West, 12th Floor
Toronto ON M5S 2S3
For More Information / Need Help?
Call the OPS Service Desk at 416-246-7171 or 1-888-677-4873 outside the GTA
Hours of operation: 8am to 6pm, M-F
E-Mail: opssd@ontario.ca

6. Click the "Close" button to taken to the below screen which will not show the Status of the application as **Submitted to Reviewer** or click on the "Printable Version" button to print a copy of the submitted file for your records